1250 SERIES VERTICAL INSTALL INSTRUCTIONS

MOUNTING WITH COLLARS:

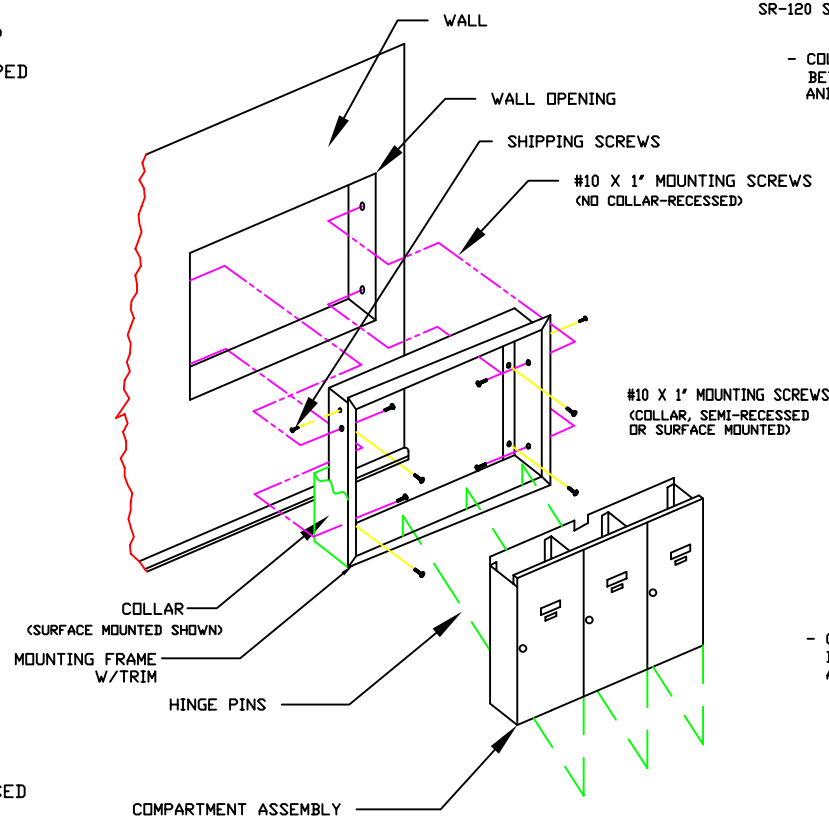
1. BEFORE INSERTING THE FRAME INTO THE OPENING (SEMI-RECESSED) OR TO THE WALL (SURFACE MOUNTED), PLACE THE COLLAR AROUND THE FRAME AND BEHIND THE TRIM, SO THAT THE COLLAR IS TRAPPED WHEN THE UNIT IS MOUNTED.

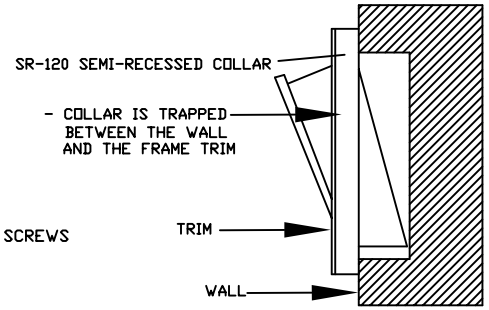
   THE FRAME IS MOUNTED THRU HOLES IN THE REAR FLANGE (SEE FIGURE) WITH (4) #10 X 1" WOOD SCREWS RATHER THAN THRU THE HOLES IN THE SIDES (RECESSED MOUNTING).

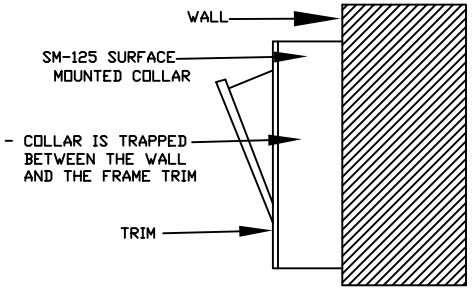
2. DEPTH OF THE OPENING WILL BE DETERMINED BY WHETHER THE UNIT IS RECESSED OR SEMI-RECESSED.

INSTALLATION NOTES:

1. REMOVE MAILBOX UNIT FROM THE SHIPPING CARTON
2. LAY MAILBOX ON BACK. REMOVE TWO (2) SMALL SHIPPING SCREWS LOCATED ON EITHER SIDE OF THE UNIT.
3. SIT THE UNIT UPRIGHT. TILT THE TOP OF THE COMPARTMENT DOOR ASSEMBLY TOWARD THE FRONT UNTIL THE ASSEMBLY IS APPROX. 2 INCHES OUT OF THE FRAME.
4. HOLDING THE FRAME DOWN, LIFT THE ENTIRE COMPARTMENT DOOR ASSEMBLY OUT OF THE FRAME.
5. THE FRAME MAY NOW BE INSTALLED IN THE WALL (REFER TO INSTRUCTIONS FOR SURFACE & SEMI-RECESSED MOUNTING) DO NOT TWIST THE FRAME TO MATCH A ROUGH OR IRREGULAR WALL SURFACE. IF THE FRAME IS TWISTED, THE COMPARTMENT DOOR ASSEMBLY WILL NOT ALIGN WITH THE FRAME.
6. FASTEN THE MAILBOX FRAME TO EITHER THE SIDES OR THE REAR (DEPENDING ON RECESSED, SEMI-RECESSED OR SURFACE MOUNTING OF THE UNIT-REFER TO FIGURE), WITH (4) #10 X 1" WOOD SCREWS (NOT INCLUDED).
7. ONCE THE FRAME IS FASTENED (CHECK FOR SQUARENESS IF RECESSED OR SEMI-RECESSED), THE COMPARTMENT DOOR ASSEMBLY MAY NOW BE INSTALLED.
8. THERE ARE HINGE PINS LOCATED AT THE BOTTOM OF THE COMPARTMENT DOOR ASSEMBLY. SLIGHTLY TILTING THE COMPARTMENT DOOR ASSEMBLY FORWARD, ENGAGE THE HINGE PINS INTO THE GROOVE OF THE OUTER FRAME. ONCE THAT IS DONE, THE COMPARTMENT DOOR ASSEMBLY CAN BE PUSHED BACK/UPWARD (WHILE PUSHING DOWN THE SPRING BAR AT THE TOP OF THE ASSEMBLY) INTO THE LOCKED POSITION. INSTALLATION IS NOW COMPLETE.







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